**NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)**
**FINANCE SUBCOMMITTEE**

**April 24, 2013**
**9:00 a.m. - 11:00 a.m.**

**Executive Conference Room**
**1327 N. Riverside Drive**
**Espanola, NM 87532**

# AGENDA

**CALL TO ORDER: Tim Vigil, Chair**

**Roll Call:**

**ITEMS FOR DISCUSSION/RECOMMENDATION:**

**A. Draft FY 14 Budget, FY 14 Ten Year Capital Investment Plan and Long Range Financial Projections Moderate Case Scenario :** *Sponsor:* Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager. *Attachments: Memo and draft budget*

**B. Minutes from March 22, 2013 meeting.** *Attachments: Draft Minutes*

**MATTERS FROM THE SUBCOMMITTEE**

**ADJOURN**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

# Memorandum

**To:** Chairman Tim Vigil and Members of the Finance Sub-Committee

**From:** Anthony J. Mortillaro, Executive Director

**CC:** Glenda Aragon, Finance Manager

**Date:** April 12, 2013

**Re:** **Proposed Fiscal Year (FY) 2014 Budget**

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**Background:** Attached for the Finance Sub-Committee discussion is the proposed FY 14 Budget. Following are the budget highlights which will be discussed in greater detail at the April 24, 2013 meeting.

**Revenues**:

- The federal revenue projection contained in this budget is premised upon a recommended award of Federal Funds passed through the NMDOT Transit and Rail Division for FY 14. This year NMDOT has indicated that our award is $67,681 dollars greater than FY 13. However, federal capital funding will be less than last year by $193,000. Overall a net decrease in federal funding of $125, 319.

- Federal funding from FY 13 for specific project's (transit service plan update and conceptual design for maintenance facility) that were commenced but not completed are being carried forward in FY 14.

- NCRTD Transit GRT is based upon current year to date collections and projections of what is likely to transpire in the remainder of the year. As in the past we have chosen to be conservative in estimating for the upcoming budget year and are therefore estimating a declining revenue projection of $293,035 from FY 13 Budgeted ($6,720,865 FY 14 vs. $7,013,800 FY13).

- Los Alamos County contribution reflects a decrease of funding from prior years. This year's funding contribution will be $50,000 less than FY 13.

- The usage of the unrestricted reserve balance is not contained in the revenues to balance the budget.

**Expenditures**:

- Overall Expenditures for FY 14 total $9,331,964. In comparison FY 13 budgeted expenditures totaled $9,764,680. The FY 14 budget expenditures are $432,716 less (4.43%).

- No service reductions. Some routes have been enhanced based upon recommendations to be provided to the Board at the May 2013 meeting. In addition, some routes may be adjusted in the near future based upon the annual route assessment analysis and service plan update that has just commenced.

- No new routes are contemplated unless new recurring revenue can be found or other routes are curtailed and those funds used for the new route.

- Staffing: elimination of the custodial position. This position was included in last year's budget however; staff found that contractual custodial services were a least costly alternative. The part-time driver position on the Chama route has been increased to .71 FTE's to reflect the third day of service the Board authorized to be added to the route. The Transit Special Projects Manager's position is being reclassified to Human Resources/Risk and Safety Administrator at a lower salary. Lastly, a part-time driver position is being transferred to the Fleet and Facilities Division and is reclassified to Fleet/Facility Maintenance Worker.

- Contractual services are within several thousand dollars of prior year budgeted amount.

- Information Technology equipment costs will be increasing in order to increase backup capacity and for disaster recovery:

    - Acronis backup software: $850
    - Network attached backup storage device: $3000
    - Three year cycle for replacement of 4 workstations: $5,000
    - Office 365 licenses for all users: $14/mo. x 15 workstations X 12: $2,520 (as a result we will never have to buy new software when updates occur).

- Non Capital Projects that were commencing in FY13 and will be carried forward into FY 14 are:

    - Update of the Transit Service Plan
    - AVL/CAD/Intelligent Transportation System

- Conceptual design of Maintenance Facility
- Compensation and Classification Study

- Utilities and Fuel line items reflect adjusted expenditures. Now that we have had approximately 8 months of experience with the new building, we are able to better estimate the costs for natural gas, electric, water, sewer and solid waste removal. Pest control is a new service that we have had to budget for. Fuel is anticipated to increase over prior years due to a natural tendency for gasoline prices to fluctuate.

- Staff compensation reflects a 3.5% place holder for performance based increases and collective bargaining across the board adjustments. Furthermore, it is anticipated that the update to the compensation plan being conducted by Personnel Systems and Services will be available for the Finance Subcommittee and Board to review in late May. The cost implications for implementation ***have not been incorporated*** into the proposed FY 14 budget. In addition, to ensure long term career development in the Driver position, staff is evaluating the creation of several career ladder classifications and the ***implications from such will have budgetary impacts that will need to be addressed***.

- Benefit cost increases. Health insurance costs are increasing by 15%. As a result the District will be absorbing 15% of this increase and employees will be paying an additional 15%. We have been told that there may likely be an additional increase in insurance costs in January 2014, however, we have not been able to get any information as to the degree of this rumored increase, therefore ***the budget does not include any funding for this possibility***. In addition, Employees are being required by Senate Bill 27 which was passed by the Governor and Legislature to contribute an additional 1.5% of their pay towards their PERA contribution. There is no corresponding increase for the Employer until FY 15, which will be .4%. However, the 2% increase in social security coupled with the above increase have impacted employee take home by 18.5%.

- NCRTD GRT allocations for regional services provided to Los Alamos County, Atomic City Transit and Santa Fe Trails will be lower than prior years and have been calculated on the formula utilized in the past three budget cycles and recently incorporated into the Financial Policies by the Board. The Rail Runner contribution is a fixed formula and reflects an increase in funding as a result of anticipated increased GRT collections in Santa Fe County. These Non RTD Operating expenditures ($4,242,874) represent 49.92% of the total operating budget.

- Capital Investment Plan (CIP) expenditures align with the 10 year plan that was reviewed last year and which was adjusted. These changes will be reviewed by the Finance Subcommittee at this meeting. Some minor items contained in the CIP are not funded by matching federal dollars and as such will be paid for by the transit GRT. We have tried to limit these items.

**10 Year Capital Investment Plan:** The attached CIP has been updated to reflect and align with the proposed budget.

**Long Range Financial Plan**: The attached chart reflects an update of the moderate case scenario, the proposed FY 14 budget, the CIP and future revenue and expenditure implications. Overall the District will continue to meet and exceed the Board's requirement for a 25% reserve amount through 2015 provided that no degradation of revenues occurs over the next several years. From 2016 through 2021 the District will need to assess its NCRTD GRT allocation for non-RTD provided regional services and/or increase its Federal funding for capital and other revenues to offset the reduction in the usage of the reserve to balance the budget. Based upon this Moderate Case Scenario no new routes can be funded unless a reoccurring revenue source is generated.

**Position History**: This document will be forwarded to you prior to the subcommittee meeting.

**Recommendation:** None

**Attachments:** Proposed FY 2014 budget

**North Central Regional Transit District**
**FY 2014 Over-All Budget**

## North Central Regional Transit District

## FY 2014 BUDGET-Over All

| REVENUE<br>Account Title | FY11<br>Actual | FY12<br>Actual | FY13<br>Budgeted | FY13<br>Actual 7/1/12 to 4/15/13 | Budget Request Exec. Dir<br>FY14 |
|---|---|---|---|---|---|
| 5311/ADMINISTRATION | $ 594,161 | $ 489,984 | $ 482,040 | $ 439,277 | $ 496,501 |
| 5311/OPERATING | 482,858 | 412,168 | $ 605,000 | $ 312,746 | $ 815,559 |
| 5311/CAPITAL | 95,587 | 57,545 | $ 289,000 | $ 2,493 | $ 96,000 |
| **5311 Total** | **1,172,607** | **959,696** | **$ 1,376,040** | **$ 754,516** | **$ 1,408,060** |
| **5316/JARC/OPERATING** | **137,655** | **99,166** | **$ 182,356** | **$ 118,129** | **$ 58,089** |
| 5304/Federal Grant/PLANNING | 16,276 | | $ 36,050 | $ - | $ 151,250 |
| Tesuque Tribal FTA | - | 4,749 | $ 43,434 | | |
| Arra Stimulous | 303,022 | - | $ - | | |
| Tribal Transit | 71,212 | 57,595 | $ - | $ 222,604 | |
| 5309/ Fed Grant/Earmark | 51,323 | 547,197 | $ - | $ 23,929 | |
| Veterans Inititative | | | | | $ 333,800 |
| **Total Other Federal Grants** | **441,833** | **609,541** | **$ 79,484** | **$ 246,533** | **$ 485,050** |
| State Capital Outlay/Vehicles | - | 616,856 | $ 280,000 | | $ 170,000 |
| LA Contribution | 660,000 | 600,000 | $ 500,000 | $ 500,000 | $ 450,000 |
| Building | - | 250,000 | $ 333,000 | | |
| **Other Revenue Total** | **660,000** | **1,466,856** | **$ 1,113,000** | **$ 500,000** | **$ 620,000** |
| Local Member Match | 880,000 | - | $ - | $ - | $ - |
| Gross Receipts Tax | 7,524,035 | 7,128,176 | $ 7,013,800 | $ 4,117,865 | $ 6,720,765 |
| Misc. | 99,641 | 33,702 | $ - | $ 53,411 | $ 40,000 |
| **Local/GRT Revenue Total** | **8,503,677** | **7,161,878** | **$ 7,013,800** | **$ 4,171,277** | **$ 6,760,765** |

**North Central Regional Transit District**
**FY 2014 Over-All Budget**

| | | | | | |
|---|---|---|---|---|---|
| **Overall REVENUE NCRTD Total** | **$ 10,915,772** | **$ 10,297,137** | **$ 9,764,680** | **$ 5,790,454** | **$ 9,331,964** |

| Salaries and Benefits | FY11 Actual | FY12 Actual | FY13 Budgeted | FY13 Actual 7/1/12 to 4/15/13 | Budget Request Exec. Dir FY14 |
|---|---|---|---|---|---|
| District Salaries | **1,606,807** | **1,745,048** | **1,892,438** | **1,223,162** | **1,902,117** |
| Benefits & Payroll Taxes | **584,395** | **556,308** | **625,778** | **397,564** | **667,926** |
| **Total Salaries and Benefits** | **$ 2,191,202** | **$ 2,301,356** | **$ 2,518,216** | **$ 1,620,727** | **$ 2,570,043** |

| **Other Expenses** | FY11 Actual | FY12 Actual | FY13 Budgeted | FY13 Actual 7/1/12 to 4/15/13 | Budget Request Exec. Dir FY14 |
|---|---|---|---|---|---|
| Vehicle Allowance - Benefit | $ - | $ 2,000.00 | $ - | $ 80.00 | $ 960.00 |
| Cleaning Bus Allowance | | | | | 960 |
| Workers' Compensation | 79,383 | 94,954 | 70,500 | | 107,459 |
| Non-RTD Railrunner | 1,922,899 | 1,985,628 | 1,823,588 | 1,187,993 | 1,957,780 |
| Non-RTD Los Alamos County | 1,238,603 | 1,303,870 | 1,402,760 | 519,829 | 1,344,173 |
| Non-RTD City of Santa Fe | 952,775 | 967,630 | 981,932 | - | 940,921 |
| Bank Service Charges | 49 | 20 | 25 | 13 | 120 |
| Penalties/Interest | 1,450 | 9,430 | 500 | 45 | 500 |
| Internet Service | - | - | 9,000 | 1,243 | 3,480 |
| Postage | 953 | 1,176 | 1,500 | 395 | 1,350 |
| Telephone | 18,915 | 7,604 | 7,700 | 8,536 | 8,080 |
| Cell Phone | 9,021 | 4,195 | 5,932 | 2,801 | 5,978 |
| Contractual Services | 190,869 | 156,210 | 392,800 | 81,589 | 394,733 |
| Audit | 20,670 | 53,500 | 27,000 | 23,005 | 23,433 |

**North Central Regional Transit District**
**FY 2014 Over-All Budget**

| | | | | | |
|---|---|---|---|---|---|
| Advertising | 96,205 | 23,877 | 56,850 | 7,805 | 65,940 |
| Advertising-Other | 5,159 | 302 | 4,500 | 8,464 | 4,500 |
| IT Hardware/Software Support | 20,808 | 5,517 | 12,500 | 6,370 | 20,736 |
| Dues and Subscriptions | 5,952 | 1,831 | 6,600 | 7,106 | 9,486 |
| Equipment Rental | - | 233 | 6,900 | 977 | 1,000 |
| Equipment Repair & Maintenance | 5,879 | 1,446 | 5,500 | 310 | 4,300 |
| Building Maintenance/sheltors | - | - | 10,000 | 9,968 | 15,000 |
| Maintenance Machinery & Equipment | 132 | - | 15,200 | 599 | 4,500 |
| Property Insurance | 38,927 | 9,927 | 39,000 | 6,566 | 39,000 |
| General and Employee Liability | 22,275 | 21,119 | 25,000 | 21,119 | 25,000 |
| Civil Rights | 3,500 | 3,311 | - | 3,311 | 5,000 |
| Vehicle Insurance | 41,371 | 59,997 | 66,000 | 54,960 | 66,000 |
| Snow Removal (MA Agora) | - | - | 6,000 | - | 6,000 |
| Office Rent | 29,050 | 28,800 | 2,400 | - | - |
| Utilities | 6,528 | 3,656 | 51,700 | 18,277 | 30,000 |
| Janitor | 4,781 | 5,842 | 1,500 | 12,301 | 24,000 |
| Utility Expense Allowance | - | - | - | 120 | 240 |
| Uniforms | 8,370 | - | 2,800 | - | 14,300 |
| Drug and Alcohol Testing | 500 | - | 4,500 | - | 4,500 |
| Physicals | 108 | - | 3,000 | 2,029 | 3,000 |
| Printing | 3,132 | 5,226 | 18,500 | 2,095 | 19,500 |
| Copying | 1,659 | 309 | 500 | 1,029 | - |
| Supplies | 436 | - | - | 2,954 | 19,500 |
| Office Supplies | 27,243 | 17,044 | 22,690 | 3,468 | - |
| Furniture & Equipment under 5K | 9,760 | 23,267 | 13,000 | 6,235 | 46,717 |
| Janitorial Supplies | - | 93 | 6,000 | 2,236 | 2,000 |
| Training-Materials | 5,793 | 3,085 | 9,900 | (135) | 4,750 |
| Travel-Air Fare | 22,005 | - | - | 407 | 2,750 |
| Mileage/Car rental | 212 | 4,388 | 7,150 | 1,782 | 6,450 |
| Public Transit Fares | - | - | - | (18) | 2,866 |
| Per Diem | - | 6,780 | 8,961 | - | 7,451 |
| Registration/Conference Fees | - | 1,125 | - | 1,674 | 9,828 |
| Lodging | - | - | 3,500 | 4,613 | 14,580 |

**North Central Regional Transit District**
**FY 2014 Over-All Budget**

| | | | | | |
|---|---|---|---|---|---|
| Meals & Meeting Expenses | 1,667 | 1,050 | 4,200 | 2,090 | 1,050 |
| Misc Expenses | - | 81 | 3,150 | 516 | 3,150 |
| Fuel | 304,353 | 273,576 | 420,000 | 302,365 | 430,000 |
| Cell Tower Rental Fees | 2,100 | 5,400 | 5,400 | 3,177 | 5,400 |
| Shop Supplies | 11,142 | 5,589 | 9,000 | 4,692 | 7,000 |
| Oil and Lubricants | 17,532 | 8,603 | 15,000 | 10,535 | 15,000 |
| Hazardous Waste Disposal | - | - | 4,000 | - | - |
| Replacement Parts | 46,703 | - | 38,000 | 45,238 | 59,500 |
| Tires | 24,827 | - | 22,000 | 25,651 | 30,000 |
| Vehicle Maintenance - Repair | (6,681) | 48,823 | 70,000 | 38,850 | 70,000 |
| Painting | 3,513 | 3,900 | 10,000 | 632 | 10,000 |
| Computers | | - | - | 4,142 | 3,000 |
| **Total other Expenses** | **$ 5,612,445** | **$ 5,204,910** | **$ 5,734,138** | **$ 4,095,488** | **$ 5,902,921** |

| **Captial Expenses** | FY11 Actual | FY12 Actual | Budget | YTD Actual 3/29/13 | FY14 Executive Director Request |
|---|---|---|---|---|---|
| Furniture & Equipment under 5K | | $ - | - | $ 2,168 | |
| Capital Expenses | | - | 457,000 | 6,781 | |
| Buildings | 880,690 | 1,129,200 | 180,000 | 224,891 | **8,000** |
| Paving Bus parking lot | | | | | |
| Fueling Facility | | | | | |
| Emergency Electrical Generator | | | | | |
| After hours Security Gates | | | | | |
| Furniture & Fixtures | 5,767 | 16,597 | 525,326 | 93,661 | |
| Other Capital Expenses | | - | - | 9,090 | **450,000** |
| AVAL Bus Reporting system | | | | | |
| Benches and Signage | | - | - | 4,952 | |
| Passenger Bus | 265,880 | 925,284 | 350,000 | - | **386,000** |

**North Central Regional Transit District**
**FY 2014 Over-All Budget**

| | | | | | |
|---|---|---|---|---|---|
| 28 Pasgr. Bus | | | | | |
| 14 Pasgr. Bus | | | | | |
| 18 Pasgr. Bus | | | | | |
| 18 Pasgr. Bus | | | | | |
| Skid Steer Loader+ attachments/trailer | | | | | |
| Bus Shelters | 52,430 | 10,584 | - | 15,000 | **15,000** |
| San Cristobal-Surface Imrovements | | | | | |
| **Total Captial Expenses** | **1,204,767** | **2,081,665** | **1,512,326.00** | **341,543.45** | **859,000** |
| **Overall Total Expenses** | **9,008,415** | **9,587,931** | **$ 9,764,680.00** | **$ 4,437,031.14** | **$ 9,331,964** |

| | |
|---|---|
| **Net BUDGET** | **$ -** |

# 200-Administration

## FY 2014

| Account Title | FY11 Actual | FY12 Actual | FY13 Budget | YTD Actual 3/29/13 | FY14 Executive Director Request |
|---|---|---|---|---|---|
| **Total Salaries** | **292,943.49** | **244,165.49** | **310,972.13** | **148,606.13** | **280,990.00** |
| **Total Benefits** | **85,500.00** | **78,038.46** | **97,343.55** | **48,873.83** | **102,934.00** |
| **Total Salaries/Benefits** | **$ 378,443.49** | **$ 322,203.95** | **$ 408,315.68** | **$ 197,479.96** | **$ 383,924.00** |
| **Total Contracts** | **170,199.73** | **228,120.00** | **323,500.00** | **77,592.66** | **303,600.00** |
| Postage | 261.45 | 600.00 | 500.00 | 108.66 | 300.00 |
| Telephone | 9,224.28 | 9,360.00 | 2,000.00 | 2,032.15 | 1440.00 |
| Cell Phone | 1,343.96 | 2,640.00 | 2,022.00 | 809.26 | 1600.00 |
| Internet Service (Redi net) | | - | 1,500.00 | 580.63 | 720.00 |
| Advertising | 91,340.09 | 12,198.04 | 56,850.00 | 7,620.16 | 65940.00 |
| Advertising-Other | 1,524.56 | 3,600.00 | 4,500.00 | 4,878.13 | 4500.00 |
| IT Hardware/Software Support | 4,138.74 | 480.00 | 1,000.00 | 1,138.61 | 9036.00 |
| Dues and Subscriptions | 5,952.10 | 1,440.00 | 5,800.00 | 6,365.96 | 8486.00 |
| Equipment Rental | 0.00 | - | 0.00 | 206.95 | 0.00 |
| Equipment Repair & Maintenance | 1,175.89 | 406.18 | 1,000.00 | 157.07 | 1800.00 |
| Computer Repair & Maintenance | 0.00 | - | | | 500.00 |
| Property Insurance | 4,963.50 | 5,956.20 | 5,000.00 | 805.00 | 5000.00 |
| General and Employee Liability | 0.00 | - | | | 0.00 |
| Civil Rights | 0.00 | - | | | 0.00 |
| Vehicle Insurance | 0.00 | - | | | 0.00 |
| Meals and Meeting Expenses | 1,508.61 | 1,446.00 | 3,100.00 | 2,136.78 | 3100.00 |
| Utilities | 2,234.54 | 2,611.20 | 350.00 | 1,946.60 | 0.00 |
| Janitor | 3,187.42 | 3,600.00 | 500.00 | 280.00 | 0.00 |
| Drug and Alcohol Testing | 0.00 | - | | | 0.00 |
| Printing | 626.46 | 4,978.86 | 17,000.00 | 1,392.70 | 17000.00 |
| Copying | 0.00 | - | 0.00 | 631.69 | 0.00 |
| Supplies | 0.00 | - | 0.00 | 1,411.96 | |
| Office Supplies | 3,948.63 | 1,764.79 | 4,760.00 | 912.45 | 3120.00 |
| Furniture & Equipment under 5K | 3,625.00 | 23,336.40 | 3,000.00 | 1,876.81 | 0.00 |
| Janitorial Supplies | 0.00 | 420.00 | 0.00 | 269.76 | 0.00 |
| Training | 4,599.00 | 1,200.00 | 4,000.00 | 0.00 | 0.00 |
| Travel | 0.00 | - | 0.00 | 5.00 | 0.00 |
| Mileage/fares | 19,607.23 | 3,292.43 | 4,100.00 | 1,712.27 | 4550.00 |
| Per Diem | | 2,476.20 | 6,961.00 | 0.00 | 1780.00 |
| Registration Fees | | - | 0.00 | 1,425.00 | 5224.00 |
| Lodging and Meals | | - | 0.00 | 4,087.45 | 7845.00 |
| Misc Expenses | | - | 2,500.00 | 0.00 | 2500.00 |
| **TOTAL Admin Expenses** | **159,261.46** | **81,806.29** | **126,443.00** | **42,791.05** | **144,441.00** |
| **TOTAL EXPENDIURES** | **$ 707,904.68** | **$ 632,130.24** | **$ 858,258.68** | **$ 317,863.67** | **$ 831,965.00** |

# *220 - Finance*

## FY2014

| Account Title | FY2011 Actual | FY2012 Actual | FY2013 Budget | FY 13 YTD Actual | FY14 Executive Director Approval/Request |
|---|---|---|---|---|---|
| **Total Salaries** | **161,848.25** | **138,116.15** | **157,385.00** | **128,971.20** | **177,972.00** |
| **Total Benefits** | **55,548.50** | **53,800.21** | **66,426.00** | **36,026.80** | **67,621.00** |
| **TOTAL Wages/benefits** | **$ 217,396.75** | **$ 191,916.36** | **$ 223,811.00** | **$ 164,998.00** | **$ 245,593.00** |
| | | | | | |
| **TOTAL Contracts** | **$ 20,670** | **$ 53,500** | **$ 29,500** | **$ 27,997** | **$ 25,233** |
| | - | | | | |
| Bank Service Charges | $ 30.00 | $ 17.04 | $ 25.00 | $ - | $ 120.00 |
| Penalties/Interest | 1,155 | 11,279 | 500 | 45 | 500 |
| Internet Service (Redi-Net) | | - | 1,500 | 249 | 720 |
| Postage | 500 | 717 | 700 | 270 | 700 |
| Telephone | 1,650 | 1,482 | 1,500 | 1,307 | 1,440 |
| Cell Phone | - | - | - | - | 624 |
| Advertising | - | - | - | - | |
| Advertising-Other | - | - | - | 683 | - |
| IT Hardware/Software Support | 8,000 | 7,680 | 9,500 | 5,231 | 9,700 |
| Sage software | | - | | | |
| Dues and Subscriptions | - | 312 | 500 | 160 | 500 |
| Equipment Rental | 2,400 | 2,676 | 4,900 | - | |
| Equipment Repair & Maintenance | 1,176 | - | 2,000 | - | |
| Property Insurance | 4,964 | 5,956 | 5,000 | 805 | 5,000 |
| Meals & Meeting Expenses | | - | 300 | - | - |
| Office Rent | 24,111 | 25,920 | 2,400 | - | - |
| Utilities | 1,117 | 2,611 | 350 | 288 | - |
| Janitor | 1,594 | 5,257 | 1,000 | 531 | - |
| Printing | 626 | - | 1,000 | - | 1,000 |
| Copying | | - | - | 76 | |
| Supplies | | - | - | 830 | |
| Office Supplies | 3,949 | 720 | 5,810 | 741 | 3,000 |
| Furniture & Equipment under 5K | 10,000 | 18,000 | 3,000 | - | 1,250 |
| Janitorial Supplies | | - | - | 79 | |
| Training/Materials | 463 | 434 | 2,400 | 115 | 1,300 |
| Mileage | 37 | 240 | 1,500 | 250 | 1,500 |
| Per Diem | 256 | 600 | 2,000 | - | 1,606 |
| Misc Expenses | | 97 | 150 | - | 150 |
| Registration/Conference | | | | | 3,935 |
| Lodging | | | | | 1,990 |
| Travel-Air | | | | | 450 |
| Depreciation | | | | | |
| TOTAL | **$ 62,026.89** | **$ 83,999.63** | **$ 46,035.00** | **$ 11,658.65** | **$ 35,485.00** |
| | | | | | |
| **TOTAL Expenditure** | **$ 300,093.37** | **$ 329,415.99** | **$ 299,346.00** | **$ 204,653.99** | **$ 306,311.00** |

## *300 - Operations Admin*

**FY 2014**

| Account Title | FY2011 Actual | FY2012 Actual | YTD Budget $ - Original | YTD Actual | Executive Director Approved Request |
|---|---|---|---|---|---|
| Total Salaries | **224,063.80** | **175,076.26** | **191,569.00** | **97,192.19** | **183,612.00** |
| Total Benefits | **61,510.18** | **67,453.20** | **57,724.00** | **33,410.74** | **61,772.00** |
| TOTAL | **$ 285,574** | **$ 242,529** | **$ 249,293** | **$ 130,603** | **$ 245,384** |

| | FY2011 Actual | FY2012 Actual | YTD Budget $ - Original | YTD Actual | Executive Director Approved Request |
|---|---|---|---|---|---|
| Internet Service | | $ - | $ 1,000 | $ 249 | $ 720 |
| Postage | 132 | 106 | 100 | 12 | 100 |
| Telephone | 6,403 | 651 | 1,500 | 1,863 | 1,440 |
| Cell Phone | 2,745 | 203 | 1,086 | 1,011 | 624 |
| IT Hardware/Software Support | 2,069 | 480 | 1,000 | - | 1,000 |
| Dues and Subscriptions | - | - | 300 | 50 | 500 |
| Equipment Rental | 1,965 | 1,926 | 2,000 | 725 | - |
| Equipment Repair & Maintenance | 1,308 | 431 | 500 | - | 500 |
| Maintenance Machinery & Equipment | | - | - | 283 | 500 |
| | 1,464 | 2,710 | - | - | |
| Printing | 626 | 430 | - | 635 | 1,500 |
| Copying | | - | 500 | 153 | |
| Supplies | | - | - | 510 | |
| Office Supplies | 4,659 | 5,040 | 3,810 | 1,179 | 3,500 |
| Furniture & Equipment under 5K | 1,500 | 2,921 | 4,000 | - | - |
| Janitorial Supplies | | - | - | 310 | - |
| Training-Materials | 609 | 154 | 1,000 | - | 950 |
| Travel-Air | | - | - | 452 | 500 |
| Mileage | 1,447 | - | 700 | 147 | 200 |
| Per Diem | 358 | 1,151 | 1,300 | | 272 |
| Registration Fees | | - | - | 249 | 900 |
| Lodging ~~and Meals~~ | | - | | 844 | 1,200 |
| Meals & Meeting Expenses | | - | - | 48 | 250 |
| Oil and Lubricants | | - | - | 3 | |
| Replacement Parts | | - | - | - | |
| Cell Phone | | - | - | 104 | |
| Computers | | - | - | 1,644 | 1,500 |
| **TOTAL** | **$ 25,284** | **$ 16,200** | **$ 18,796** | **$ 10,469** | **$ 16,156** |
| **TOTAL EXPENDITURES** | **$ 310,858** | **$ 258,730** | **$ 268,089** | **$ 141,072** | **$ 261,540** |

## *350 - Operations - Drivers*

**FY 2014**

| Account Title | FY11 Actual | FY12 Actual | YTD Budget $ - Original | YTD Actual | FY14 Executive Director approval |
|---|---|---|---|---|---|
| **Total Salaries** | 838,791.17 | 944,484.06 | 1,125,485.00 | 750,157.18 | 1,164,055.00 |
| **Total Benefits** | 347,843.93 | 327,204.00 | 362,946.00 | 256,766.51 | 396,853.00 |
| **TOTAL Salaries/Benefits** | **$ 1,186,635.10** | **$ 1,271,688.06** | **$ 1,488,431.00** | **$ 1,006,923.69** | **$ 1,560,908.00** |
| Workers' Compensation | $ - | $ 94,953.98 | $ - | $ 54,068.46 | $ - |
| Internet Service | | - | 1,500 | 165 | 960 |
| postage | 300 | 600 | | | 50 |
| Telephone | 1,485 | 3,390 | 1,500 | 2,274 | 3,000 |
| Cell Phone | 854 | 521 | 2,200 | 473 | 1,920 |
| Advertising-Other | | - | - | 104 | - |
| IT Hardware/Software Support | 2,069 | 480 | 1,000 | - | 1,000 |
| Equipment Repair & Maintenance | 1,176 | 1,742 | 1,000 | - | 1,000 |
| Maintenance Machinery & Equipment | | - | - | - | |
| | | - | - | 127 | - |
| General and Employee Liability | 3,500 | 25,343 | 25,000 | - | 12,500 |
| Workers' Compensation ins | - | - | 70,500 | 54,068 | - |
| Utilities | 2,500 | 16,303 | 1,000 | - | - |
| Utility Expense Allowance | - | - | - | 100 | 240 |
| Uniforms | 8,370 | - | 14,000 | - | 14,000 |
| Drug and Alcohol Testing | 500 | 360 | 4,500 | - | 4,500 |
| Physicals | 6,258 | 1,687 | 3,000 | 1,034 | 3,000 |
| Printing | 626 | - | 500 | 99 | - |
| Copying | - | - | - | 137 | - |
| Supplies | 689 | 600 | 2,000 | 203 | |
| Office Supplies | 5,449 | 4,200 | 4,500 | 245 | 6,500 |
| Janitorial Supplies | 423 | 625 | | | - |
| Furniture & Equipment under 5K | 1,767 | 1,200 | 1,000 | 1,197 | - |
| Training | 772 | - | 2,000 | - | 2,000 |
| Mileage | 189 | 578 | 500 | - | 200 |
| per diem | 382 | 467 | 1,900 | - | 524 |
| Lodging | | - | | | 1,140 |
| Meals & Meeting Expenses | 404 | 600 | 800 | 35 | 800 |
| Misc Expenses | - | - | 500 | 506 | 500 |
| Shop Supplies | | - | - | 49 | - |
| Replacement Parts | | - | - | 313 | 1,500 |
| wireless/inernet on buses | | | 1,500 | - | |
| Vehicle Maintenance - Repair | | - | - | 10 | |
| Travel-Air Fare | | - | - | - | 600 |
| Public Transit Fares/Car rental | | - | - | - | |
| Registration/Conference Fees | | - | - | - | 1,350 |
| Dispatcher | | - | - | - | |
| Shop Supplies | | - | - | - | |
| Computers | | - | - | 1,249 | 1,500 |
| TOTAL | **$ 37,713** | **$ 153,651** | **$ 140,400** | **$ 62,388** | **$ 58,784** |
| TOTAL EXPENDITURES | **$ 1,224,348** | **$ 1,425,339** | **$ 1,628,831** | **$ 1,069,312** | **$ 1,728,111** |

# 400 - Fleet - Building

FY 2014

| Account Title | FY11 Actual | FY12 Actual | FY13 Budget | FY13 YTD-Actual | FY14 Executive Director approval |
|---|---|---|---|---|---|
| **TOTAL Contracts** | - | - | **64,300** | **11,490** | **65,900** |
| **Janitor-Contract** | - | - | - | **11,490** | **24,000** |
| **Total Salaries** | 41,969 | 40,723 | 101,240 | 35,635 | 95,488 |
| **Total Benefits** | 17,830 | 20,257 | 41,339 | 13,431 | 38,746 |
| **Total Salaries & Benefits** | **$ 59,799** | **$ 60,980** | **$ 142,579** | **$ 49,066** | **$ 134,234** |
| Internet Service | 500 | 480 | 2,000 | - | 360 |
| Postage | 100 | - | 200 | - | 200 |
| Telephone | 1,000 | 2,563 | 1,200 | 1,059 | 760 |
| Cell Phone | 600 | 125 | 624 | 508 | 1,210 |
| Equipment Rental | | - | - | 45 | 1,000 |
| Equipment Repair & Maintenance | 2,176 | 360 | 1,000 | 153 | 1,000 |
| Building/sheltors Maintenance | 15,966 | 380 | 10,000 | 9,968 | 15,000 |
| Maintenance Machinery & Equipment | 5,767 | 132 | 4,000 | 316 | 4,000 |
| Property Insurance | 29,000 | 1,960 | 29,000 | 4,829 | 29,000 |
| General and Employee Liability | | - | - | 21,119 | 12,500 |
| Civil Rights | | - | - | 3,311 | 5,000 |
| Vehicle Insurance | 41,371 | 74,721 | 66,000 | 54,960 | 66,000 |
| Snow Removal (MA Agora) | 6,000 | 3,840 | 6,000 | - | 6,000 |
| Utilities | 626 | 4,200 | 50,000 | 16,042 | 30,000 |
| Uniforms | | | | | 300 |
| Janitor | | - | - | 11,490 | - |
| Utility Expense Allowance | | - | - | 20 | - |
| Physicals | | - | - | 899 | - |
| Office Supplies | 5,449 | 2,052 | 3,810 | 391 | 1,000 |
| Furniture & Equipment under 5K | 2,500 | 180 | 2,000 | 992 | 2,000 |
| Janitorial Supplies | 300 | 420 | 6,000 | 1,578 | 2,000 |
| Training/Materials | 300 | - | 500 | - | 500 |
| Mileage | 215 | 324 | 350 | - | 1,520 |
| Lodging and Meals | 428 | 344 | 300 | - | 2,405 |
| Misc Expenses | | - | - | - | - |
| Fuel | 304,353 | 328,291 | 420,000 | 299,347 | 430,000 |
| Cell Tower Rental Fees | 2,100 | - | 5,400 | 3,177 | 5,400 |
| Shop Supplies | 11,097 | 6,706 | 7,000 | 4,643 | 7,000 |
| Oil and Lubricants | 17,403 | 10,323 | 15,000 | 10,023 | 15,000 |
| Hazardous Waste Disposal | - | - | 4,000 | - | - |
| Replacement Parts | 45,703 | 29,970 | 38,000 | 43,559 | 58,000 |
| Tires | 24,827 | 11,903 | 22,000 | 23,228 | 30,000 |
| Vehicle Maintenance - Repair | 70,270 | 58,588 | 70,000 | 37,565 | 70,000 |
| Painting | 3,513 | 4,680 | 10,000 | 632 | 10,000 |
| Maintainer | | - | - | - | - |
| Cell Phone | | - | - | 52 | - |
| Shop Supplies | | - | - | 149 | - |
| Computers | | - | - | 1,249 | - |
| Benches and Signage | | - | - | - | 5,000 |
| Bus Shelters | | - | - | 765 | 10,000 |
| Travel-Air Fare | | | | | 1,200 |
| Public Transit Fares | | | | | 140 |
| Per Diem | | | | | 940 |
| Registration/Conference Fees | | | | | 2,354 |
| **TOTAL** | **$ 591,562** | **$ 542,543** | **$ 774,384** | **$ 552,068** | **$ 826,789** |
| **TOTAL EXPENDITURE** | **$ 651,361** | **$ 603,523** | **$ 981,263** | **$ 612,624** | **$ 1,102,163** |

## *320 - Operation Non-RTD*

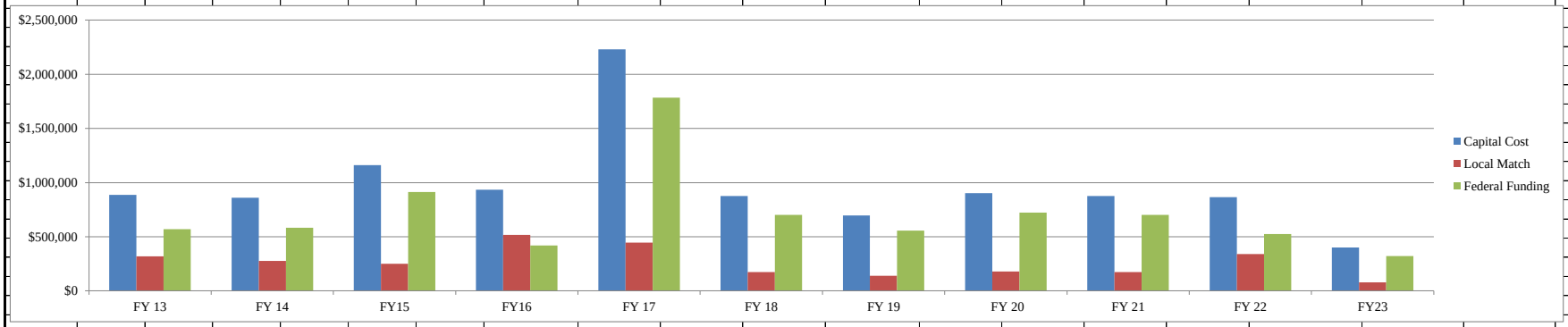
| Account Title | FY11 Actual | FY12 Actual | FY13 Budget | FY13 YTD Actual | **Budget Request Exec. Dir. Fy14** |
|---|---|---|---|---|---|
| Non-RTD Railrunner | $ 1,922,899 | $ 1,985,628 | $ 1,823,588 | $ 1,048,947 | $ 1,957,780 |
| Non-RTD Los Alamos County | 1,238,602.75 | 1,303,869.55 | 1,402,760.00 | 519,828.64 | 1,344,173.00 |
| Non-RTD City of Santa Fe | 952,775.02 | 967,630.00 | 981,932.00 | 0.00 | 940,921.00 |
| **Total Operation Non-RTD** | **$ 4,114,277** | **$ 4,257,128** | **$ 4,208,280** | **$ 1,569,140** | **$ 4,242,874** |

# *500 - Capital*
## FY 2014

| Account Title | FY11 Actual | FY12 Actual | Budget | YTD Actual 3/29/13 | FY14 Budget request | FY14 Executive Director Request |
|---|---|---|---|---|---|---|
| Furniture & Equipment under 5K | | $ - | $ - | $ 2,168 | | |
| Capital Expenses | | - | 457,000 | 6,781 | | |
| Buildings | 880,690 | 1,129,200 | 180,000 | 224,891 | **8,000** | **8,000** |
| After hours Security Gates | | | | | 8,000 | |
| Furniture & Fixtures | - | 16,597 | 525,326 | 93,661 | | |
| Other Capital Expenses | | - | - | 9,090 | **450,000** | **450,000** |
| AVAL Bus Reporting system | | | | | 450,000 | |
| Benches and Signage | | - | - | 4,952 | | |
| Passenger Bus | 265,880 | 925,284 | 350,000 | - | **386,000** | **386,000** |
| 28 Pasgr. Bus | | | | | 150,000 | |
| 14 Pasgr. Bus | | | | | 76,000 | |
| 18 Pasgr. Bus | | | | | 80,000 | |
| 18 Pasgr. Bus | | | | | 80,000 | |
| Bus Shelters | 52,430 | 10,584 | - | - | **15,000** | **15,000** |
| San Cristobal-Surface Imrovements | | | | | 15,000 | |
| **TOTAL Capital** | **$ 1,199,000** | **$ 2,081,665** | **$ 1,512,326** | **$ 341,543** | **$ 859,000** | **$ 859,000** |

## NCRTD 10 Year Capital Investment Plan (CIP)

| Reflects proposed FY 14 Budget and NMDOT Award - **4/19/13** | FY 13 | FY 14 | FY15 | FY16 | FY 17 | FY 18 | FY 19 | FY 20 | FY 21 | FY 22 | FY23 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Fleet Replacement (see attached detailed listing) | $350,000 | $386,000 | $538,000 | $323,000 | $524,000 | $736,000 | $637,000 | $903,000 | $817,000 | $655,000 | $402,000 | |
| Lift (new mtce building) | | | | | | $100,000 | | | | | | |
| Oil Recovery Sytem(new mtce building) | | | | | | $8,000 | | | | | | |
| Waste Oil Heater(new mtce building) | | | | | | $12,000 | | | | | | |
| Brake Lathe(new mtce building) | | | | | | $10,000 | | | | | | |
| HVAC Enclosure/Garage Door - Ext. Bldg | | | $30,000 | | | | | | | | | |
| Maintenance Facility | | | | $100,000 | $1,500,000 | | | | | | | |
| Paving bus parking area | | | $90,000 | | | | | | | | | |
| Bus Protective Awnings | | | | $422,500 | | | | | | | | |
| PV panels and electrical conversion to power RTD Facilities | | | $150,000 | | | | | | | | | |
| Transit Orientated Development Site Planning | | | | | $70,000 | | | | | | | |
| Scheduleing, Reporting, Vehicle Location Software | $450,000 | $450,000 | | | | | | | | | | |
| 75 Shelters (15/yr @$4,000 ea. X 5 years) | $60,000 | | $60,000 | | $60,000 | | $60,000 | | $60,000 | | | |
| Update Service Plan (placed in administrative $150,000) | | | | | | | | | | $200,000 | | |
| Fueling Facility | | | $112,326 | | | | | | | | | |
| Satellite Facilities (SF,Taos) | | | $75,000 | | $75,000 | | | | | | | |
| Signage, trash receptacles and Schedule holders at bus stops (100@$500 ea.) | $20,000 | | | $15,000 | | $10,000 | | | | $10,000 | | |
| Wifi on buses (est. Equipment $1500 per bus x 5) placed in operations | | | $3,000 | | | | | | | | | |
| Snow Plow attachment | $7,000 | | | | | | | | | | | |
| Emergency Electrical Generator - Building | | | $50,000 | | | | | | | | | |
| Afterhours security gates (front and side entrance) | | $8,000 | | | | | | | | | | |
| San Critstobal Stop (shared cost with Taos County) | | $15,000 | | | | | | | | | | |
| Records software and Archival System | | | | $75,000 | | | | | | | | |
| Skid steer loader | | | $54,000 | | | | | | | | | |
| | | | | | | | | | | | | |
| Bus Pull Outs on West Side Route (North and South Bound) Safety Issue | | | | | | | | | | | | |
| Bus Pull Outs on Riverside Drive (North and South Bound) Safety Issue | | | | | | | | | | | | **Total** |
| **Total** | **$887,000** | **$859,000** | **$1,162,326** | **$935,500** | **$2,229,000** | **$876,000** | **$697,000** | **$903,000** | **$877,000** | **$865,000** | **$402,000** | **$10,692,826** |
| | | | | | | | | | | | | |
| **Federal 80%/50%** 0.8 0.5 | $569,000 | $583,000 | $912,900 | $418,400 | $1,783,200 | $700,800 | $557,600 | $722,400 | $701,600 | $524,000 | $321,600 | $7,472,900 |
| **Local Match 20%/50%** | $318,000 | $276,000 | $249,426 | $517,100 | $445,800 | $175,200 | $139,400 | $180,600 | $175,400 | $341,000 | $80,400 | $2,898,326 |



**Moderate Case Scenario - Adjusted based upon FY 14 Proposed Budget**

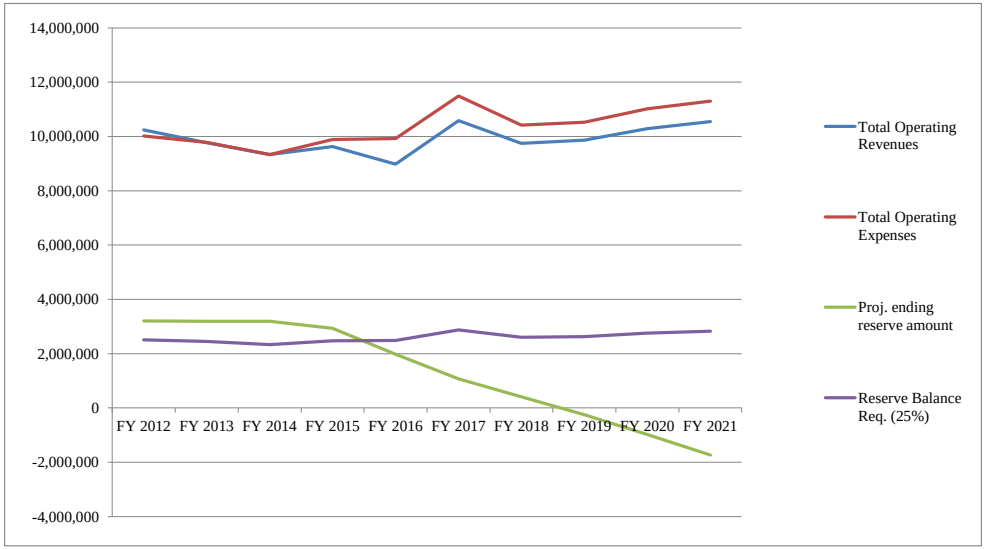


**Consolidated Budget/ % based Per LAC Proposal Board Adopted 3/1/13/Reduction in LAC Progress thru Partnering Funding (2013 - 2015)**

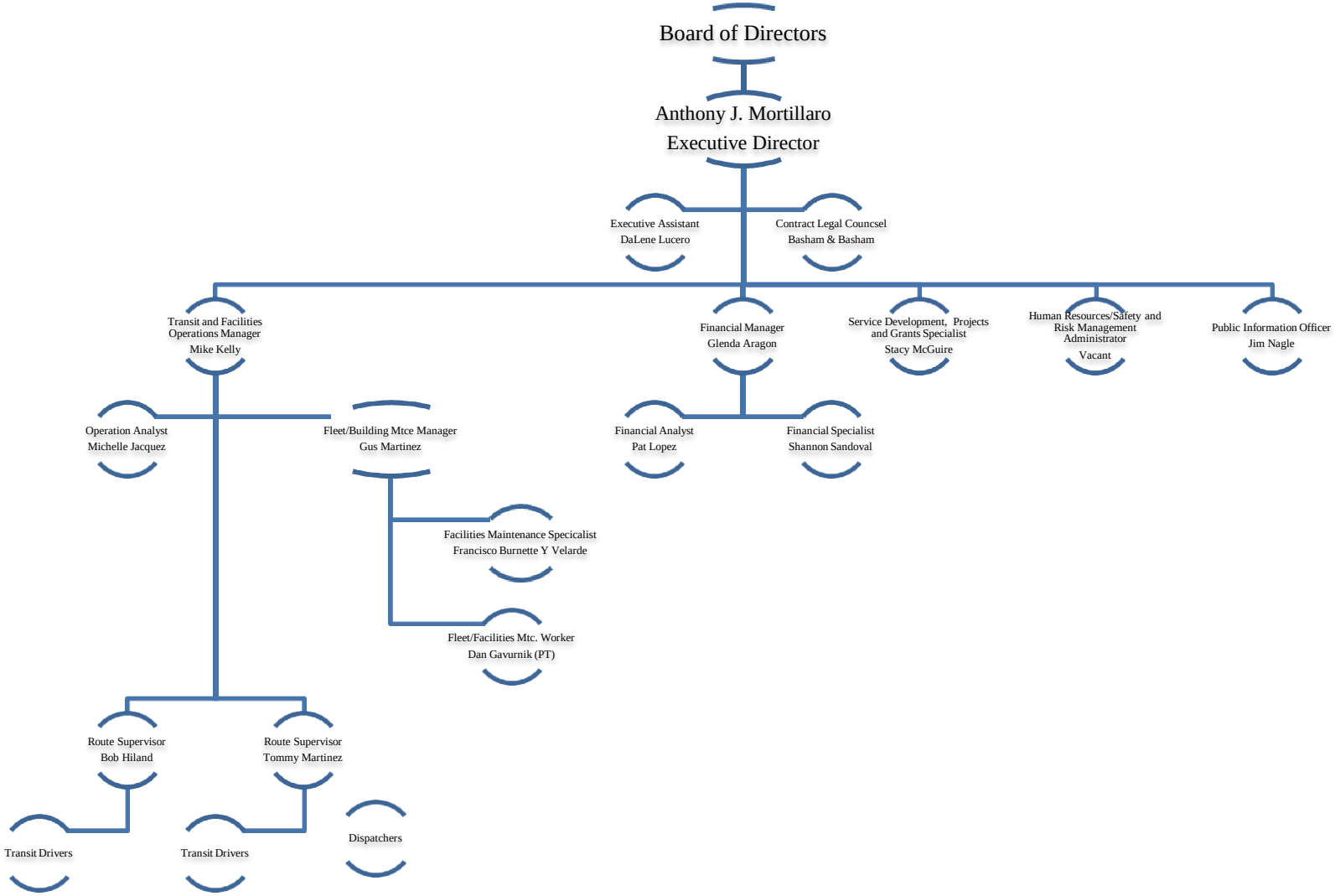
| | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---|---|---|---|---|---|---|---|---|---|
| **Revenues** | Actual | | | | | | | | | |
| RTD GRT Revenue | 7,183,334 | 7,013,800 | 6,720,765 | 6,922,388 | 7,130,060 | 7,343,961 | 7,564,280 | 7,791,209 | 8,024,945 | 8,265,693 |
| Federal Capital Funds | see fed below | 569,000 | 96,000 | 912,900 | 418,400 | 1,783,320 | 700,800 | 557,600 | 722,400 | 701,600 |
| Federal Funds 5311/5316 | 2,397,970 | 1,269,396 | 1,370,149 | 1,397,552 | 1,425,503 | 1,454,013 | 1,483,093 | 1,512,755 | 1,543,010 | 1,573,871 |
| Federal Funds 5304 | | | 151,250 | | | | | | | |
| State Capitol Outlay | | | 170,000 | | | | | | | |
| LA GRT | 600,000 | 500,000 | 450,000 | 400,000 | | | | | | |
| Tribal Transit | | 43,434 | | | | | | | | |
| Miscellaneous | 56,140 | 36,050 | 373,800 | | | | | | | |
| Cash Balance Carry over for Capital | | 333,000 | | | | | | | | |
| **Total Operating Revenues** | 10,237,444 | 9,764,680 | 9,331,964 | 9,632,840 | 8,973,963 | 10,581,294 | 9,748,174 | 9,861,564 | 10,290,355 | 10,541,164 |
| | | | | | | | | | | |
| **Operating Expenses** | | | | | | | | | | |
| Administrative Costs | 1,151,636 | 858,258 | 831,965 | 856,924 | 882,632 | 909,111 | 936,384 | 964,475 | 993,410 | 1,023,212 |
| Operating & Maintenance Costs | 2,297,728 | 3,197,213 | 3,398,125 | 3,500,069 | 3,605,071 | 3,713,223 | 3,824,620 | 3,939,358 | 4,057,539 | 4,179,265 |
| NCRTD GRT Allocations % based | 4,157,160 | 4,208,280 | 4,242,874 | 4,370,160 | 4,501,265 | 4,636,303 | 4,775,392 | 4,918,654 | 5,066,213 | 5,218,200 |
| Capital Investment Plan | 2,406,407 | 1,512,326 | 859,000 | 1,162,326 | 935,500 | 2,229,000 | 876,000 | 697,000 | 903,000 | 877,000 |
| **Total Operating Expenses** | 10,012,931 | 9,776,077 | 9,331,964 | 9,889,479 | 9,924,468 | 11,487,637 | 10,412,396 | 10,519,487 | 11,020,162 | 11,297,677 |
| | | | | | | | | | | |
| **Net Operating Income** | 224,513 | (11,397) | 0 | (256,639) | (950,505) | (906,342) | (664,222) | (657,924) | (729,807) | (756,513) |
| | | | | | | | | | | |
| Reserve Balance Req. (25%) | 2,503,233 | 2,444,019 | 2,332,991 | 2,472,370 | 2,481,117 | 2,871,909 | 2,603,099 | 2,629,872 | 2,755,041 | 2,824,419 |
| | | | | | | | | | | |
| **over/under reserve balance** | **(288,734)** | **745,402** | **856,430** | **460,412** | **(498,840)** | **(1,795,974)** | **(2,191,386)** | **(2,876,083)** | **(3,731,058)** | **(4,556,950)** |
| Proj. ending reserve amount | 3,200,818 | 3,189,421 | 3,189,421 | 2,932,782 | 1,982,277 | 1,075,935 | 411,713 | (246,211) | (976,018) | (1,732,531) |

**No Service increases**

1. 3% inflator for Revenues - Federal escalates at 2% a year thereafter
2. O & M costs inflated at 3%
3. Contractual costs allocated based upon % formula proposed by LAC and adopted by Board on 3/3/13
4. Capital reflects RTD 10 year plan
5. Capital allocation solely for NCRTD



**North Central Regional Transit District –Proposed July 2013**



# NCRTD
## NCRTD Position History

| | FY11 | | FY12 | | FY13 | | FY14 | |
|---|---|---|---|---|---|---|---|---|
| **Admin** | FTE | No. of Employees | FTE | No. of Employees | FTE | No. of Employees | FTE | No. of Employees |
| Permanent Full Time (benefits) | | | | | | | | |
| Executive Director | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Executive Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Marketing Manager/PIO | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Special Project Manager | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 |
| Human Resources/Risk and Safety Adm. | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| **TOTAL Positions** | 4 | 4 | 4 | 4 | 4 | 3 | 4 | 4 |

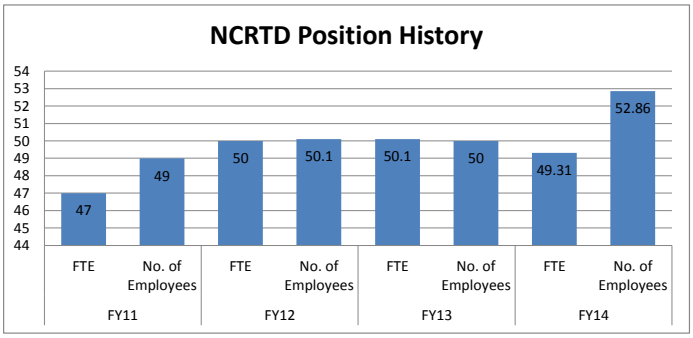
| | FY11 | | FY12 | | FY13 | | FY14 | |
|---|---|---|---|---|---|---|---|---|
| **Finance** | FTE | No. of Employees | FTE | No. of Employees | FTE | No. of Employees | FTE | No. of Employees |
| Permanent Full Time (benefits) | | | | | | | | |
| Finance Manager | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Analyst | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| **TOTAL Positions** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |

| | FY11 | | FY12 | | FY13 | | FY14 | |
|---|---|---|---|---|---|---|---|---|
| **Operations Admin** | FTE | No. of Employees | FTE | No. of Employees | FTE | No. of Employees | FTE | No. of Employees |
| Permanent Full Time (benefits) | | | | | | | | |
| Transit Operations Manager | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Assistant Transit Operations Manager | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Operations Analyst | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Service Development Manager (reclass 9/12) | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 |
| Service Development, Projects , Grants Spec | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| **TOTAL Positions** | 4 | 3 | 4 | 3 | 3 | 3 | 3 | 3 |

| | FY11 | | FY12 | | FY13 | | FY14 | |
|---|---|---|---|---|---|---|---|---|
| **Operations Driver** | FTE | No. of Employees | FTE | No. of Employees | FTE | No. of Employees | FTE | No. of Employees |
| Permanent Full Time (benefits) | | | | | | | | |
| Route Supervisors | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Dispatchers | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 |
| Dispatcher (non CDL) | | | | | | | 1 | 1 |
| Dispatcher (CDL) | | | | | | | 1 | 1 |
| Drivers | 25 | 27 | 27 | 30 | 30 | 30 | 0 | 0 |
| Drivers (non CDL) | | | | | | | 14 | 14 |
| Drivers (CDL) | | | | | | | 16 | 16 |
| Permanent Part-Time (benefits) | | | | | | | | |
| Drivers | | | | 2 | 1 | 2 | 0 | 0 |
| Driver (non CDL) | | | | | | | 0.71 | 1 |
| Part-Time (no benefits) | | | | | | | | |
| Drivers | 6 | 7 | 7 | 2 | 1 | 2 | 0 | 0 |
| Drivers (CDL) | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Temp Hours @ 2288 (800 per temp/posit.) | 0 | 0 | 0 | 1.1 | 1.1 | 1 | 1.1 | 2.86 |
| **TOTAL Positions** | 35 | 38 | 38 | 39.1 | 37.1 | 39 | 36.81 | 39.86 |

| | FY11 | | FY12 | | FY13 | | FY14 | |
|---|---|---|---|---|---|---|---|---|
| **Fleet/Building** | FTE | No. of Employees | FTE | No. of Employees | FTE | No. of Employees | FTE | No. of Employees |
| Permanent Full Time (benefits) | | | | | | | | |
| Fleet/Facility Maintenance Manager | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Facility Maintenance Specialist | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 |
| Custodian | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Facility Maintenance Worker (part time) | 0 | 0 | 0 | 0 | 0 | 0 | 0.5 | 1 |
| **TOTAL Positions** | 1 | 1 | 1 | 1 | 3 | 2 | 2.5 | 3 |

| | FY11 | | FY12 | | FY13 | | FY14 | |
|---|---|---|---|---|---|---|---|---|
| | FTE | No. of Employees | FTE | No. of Employees | FTE | No. of Employees | FTE | No. of Employees |
| **Total Positions** | **47** | **49** | **50** | **50.1** | **50.1** | **50** | **49.31** | **52.86** |



# Finance Subcommittee

## Meeting March 22, 2013

## 9:00 a.m.

**Present:** *Anthony Mortillaro, Glenda Aragon, Dalene Lucero, Tim Vigil, Philo Shelton,*

**Absent:** *Barney Trujillo, Miguel Chavez, Dayna Duran*

*Transcribed By: Dalene E. Lucero*

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**ROLL CALL**

**APPROVAL OF AGENDA**

**A. FY13 Capital Adjustment for Bus Procurement:**

Ms. Glenda Aragon referenced the "state of good repair" grant that was received by NCRTD in the amount of $350,000.00, for expenditure in FY13. She mentioned that the request for proposal went out for bid was for the purchase of replacement fleet; the awarded vendor proposed the total amount to purchase the buses was $378, 530.00, which exceeded the budgeted funds by $28,530.00. With that Ms. Aragon referenced the Friendly Amendment from the March 1st Board meeting discussing the request to reallocate of Capital budgetary line items for purchase of the fourth bus.

Mr. Philo Shelton asked Glenda if the salvage value of the other buses was known because it was said that those dollars would be rolled into a replacement fund.

Ms. Aragon responded to Mr. Shelton stating the value was unknown. Mr. Mortillaro then responded stating there was no reserve for fleet only a general reserve line. He also stated that NCRTD was required by finance policy to keep 25% in that reserve fund. Mr. Mortillaro also mentioned that in the future the automatic funding for reserve used for fleet would be looked at. He also agreed with Mr. Shelton stating, the $41,000.00 from the auction of the last set of vehicles was revenue that had come in, however it was not built into this year's budget. Therefore, it was still the same amount that was initially requested.

Ms. Aragon referenced the February Board Meeting in which staff presented a mid-year budget update as well as a list of capital items that would be frozen for the remainder of the year due to a decrease in GRT revenues. She mentioned the list of capital items not having any associated federal funding, one being the HVAC/Entry door which was

budgeted for $30,000. She requested that the item be removed from the FY13 Capital budget listing and the exact amount of $28,530.00, be reallocated to purchase the fourth bus for a new total of $378,530.00. Ms. Aragon also stated that if this reallocation was recommended to the Board and then approved by the Board, a budget amendment will not be necessitated, therefore allowing the purchase of the fourth bus.

Mr. Mortillaro responded stating that this would be much easier in that a resolution would not have to be done and submitted to DFA. He also stated that because the board initially approved the budget, he thinks it is appropriate for them to approve the changes in Capital projects.

Ms. Aragon made note to amend the first paragraph of Agenda Item A stating the actual purchase would be, (2) fourteen passenger buses in the amount of $75, 245.00, totaling $150,490.00, (1) eighteen passenger bus in the amount of $78,074.00, and (1) twenty-eight passenger bus in the amount of $149,966.00; the forty passenger bus in the amount of $153,966.00 would not be purchased in this round, however it would still total the $378,530.00.

Mr. Shelton asked if the Bid Protest had been closed. Mr. Mortillaro then responded stating that it had been closed due to no response, and that he then felt comfortable to authorize the order for (3) three of the buses. However, a soft-order was put in for the fourth bus to ensure a place in the building queue; otherwise the District would have to wait another 3 to 4 months. Therefore, a hard-order was put in for (3) of the buses and a soft-order for the (1), subject to the recommendation of the Finance Subcommittee and the Board's final approval.

**Chairman Tim Vigil moved to send Agenda Item A to the Board for approval. Mr. Shelton then seconded the motion as amended.**

**B. Personnel Rules and Regulations Amendment "Rule 8-Worker's Compensation Benefits and Rule 9 – Return to Work (from Illness/Injury) Program**

Mr. Mortillaro began the discussion noting the initial development of the rules and regulations in 2007. He then stated that the actual first amendment on those weren't developed until August of 2012; this would be now a second amendment to the rules adding a section regarding Workers' Comp and a Return to Work program.

Mr. Mortillaro then mentioned that as a result of employees who had experienced either personal illness/injury or an on the job injury it was deemed that current practices regarding workers compensation and a Return to Work program should be developed and

formalized so that the way these matters are dealt with in the future are in a more consistent manner.

Mr. Mortillaro then discussed the overall summary of Rule 8 describing the Worker's Compensation Act under New Mexico State law, as well as the requirement to report all on the job accidents/injuries regardless of the severity of the injury. He then noted the employee requirement for the accident form, Employer's First Report of Injury or Illness and HIPPA Compliance Authorization Disclosure form. He also mentioned that he wanted to ensure the reporting requirements were clear.

Mr. Mortillaro mentioned that NCRTD is self-insured by the New Mexico Self Insurance program through the New Mexico Municipal League. In which they also handle all of the Worker's Comp Insurance based on state law. The employees get the same benefit that they would get under the State program.

Mr. Mortillaro described the seven (7) day waiting period before an employee becomes eligible for their lost wages. Employees are also allowed, if they have it, to use sick leave and annual leave if they choose to do so, so that pay will continue from the District.

Mr. Mortillaro also explained that an employee's Worker's Compensation claim could be a qualifying event under the Family Medical Leave Act. An employee's FMLA entitlement for up to twelve (12) weeks job protection will run concurrently with a worker's compensation absence. He also mentioned that when an employee exhausts their paid leave they will then be placed on LWOP. Therefore you now have three different provisions possibly occurring at the same time.

Mr. Mortillaro stated that the current Worker's Compensation Procedure indicates that when a medical emergency exists the employee must go to the nearest medical facility. It also states that all follow up medical treatment must be coordinated by a physician designated by the District. Currently the District does not have a designated physician; however, policy states that if the District does not have a designated physician the employee will see their personal physician.

Chairman Tim Vigil then questions whether or not the section of the policy instructing the employee to have all follow up treatment done by a physician designated by the District will be removed.

Mr. Mortillaro then stated that the section of the policy could be modified.

Mr. Shelton responded, stating that it would be good to have flexibility within the policy if in case the District needed to designate a physician.

Mr. Mortillaro stated that the policy retains the right to designate a physician. However, Section B-2 indicates that an employee with a non-emergency work related injury/illness shall see a physician designated by the District. As Mr. Mortillaro mentioned before, the District currently does not have one. However the item could be amended to reflect what was written above in Section B-1, stating that an employee with a non-emergency, work related injury/illness shall see a physician designated by the District or their own personal physician.

Mr. Mortillaro also mentioned that this would also incorporate the Drug and Alcohol Policy especially for CDL licensed drivers. He noted that in respect to compensation the approval or denial is made by the District's Insurer , not by the District. Obviously the District has the ability to discuss these matters with our Insurance, but at the end of the day it's their decision.

Mr. Mortillaro referenced the LWOP provision stating that LWOP suspends sick/annual leave accruals due to not being on a paid leave status, and also impacts the District's contributions to insurance premiums as well. Currently, the District contributes 80%, and the Anti-Donation clause states that you cannot continue to make contributions on behalf of the employee if you are not receiving anything in return, making the employee responsible for 100% of their health coverage payments. However, the District prorates it for the percentage of days worked when the employee returns.

Mr. Mortillaro then briefly explained Section C of Rule 8 – Return to Work Procedures and Rule 9 – Return to Work (from Illness/Injury) Program. He mentioned that the program was temporary modified work duty and that the goal of the program is to work with the employee and the physician to transition them back to full-unrestricted duty; the availability of return to work functions is the sole-discretion of the District.

Mr. Mortillaro stated that being a small organization the District does not always have a lot of opportunity for light-duty work, and the times the District has been able to use employees on light-duty it's been helping out in the back area, handling phones, backing up dispatchers, and filing. Therefore, there's really not a lot that can be assigned, but there has been in some cases and it may not be for the full day, but even for a couple of hours.

Mr. Shelton questioned how the District was covered in that aspect if there was only work for a couple of hours. Does Worker's Comp pay the remainder?

Mr. Mortillaro then responded stating they do pay the remainder. He also stated that they could not penalize employees if they did not have enough work for them.

Mr. Mortillaro also explained Section 9.3 of the policy, stating that the employee's health care provider must provide a specific listing of limitations and the employee's recuperation time which will result in the employee returning to work without limitations. He then mentioned that light-duty could be in a part-time or full-time capacity, outside the employee's classification or in another capacity.

Mr. Mortillaro further explained Sections 9.4 – 9.7 of the policy, stating that for employees with non-job related injuries/illnesses work may be ended in order to provide transitional work assignment to an employee injured on the job. The modified duty assignment is limited to (90) days in a full calendar year which may be continuous or intermittent. If the employee is not able to return to full duty within (90) calendar days, an evaluation will be conducted by HR to identify options available to the employee, which may include medical retirement or separation.

Mr. Mortillaro proceeds to explain Section 9.8 of the policy, stating that employees refusing to work transitional work assignment will not be eligible for worker's compensation benefits or paid leave benefits. Transitional work assignment for employees with workers' compensation claims or receiving workers' compensation benefits will be made consistently with the provisions of New Mexico State Law and its implementing rules. To the extent consistent with New Mexico State Law and implementing rules, employees refusing to work transitional work assignments will not be eligible for workers' compensation benefits or paid leave benefits. Employees refusing transitional work assignments may be subject to corrective action. If the employee's health care provider will not authorize transitional work, the District will take appropriate action as allowed by law.

Mr. Shelton then questioned whether or not Section 9.8 of the policy was a contradiction to the last paragraph of Section C.

Mr. Mortillaro responded that it was a contradiction and it was determined that the last paragraph would be omitted.

After reviewing Section C, the subcommittee then went on again to review Section 9.8 of the policy, in which "Employees refusing to work transitional work assignments will not be eligible for workers compensation benefits or paid leave benefits," was amended to state the employee may not be eligible. The last paragraph of Section 9.8 stating, "If the health care provider will not authorize transitional work, the District will take appropriate action as allowed by law," was also amended to state if the health care provider may not authorize transitional work. This was done to allow more flexibility in the policy.

Mr. Shelton then asked Mr. Mortillaro if Peter Dwyer reviewed the mark-ups prior to them going to the Board. Mr. Mortillaro responded stating he had not, but he will do so , and that he would send the revised version of the policy Peter after the meeting.

**Mr. Shelton then moved to take the revised policy to Peter Dwyer for final review and present to the Board. Mr. Mortillaro agreed.**

**C. Minutes from January 25, 2013**

Mr. Mortillaro then asked the members to review the minutes from the January 25th Subcommittee meeting.

**ADJOURN - Next Finance Subcommittee meeting will be held on April 26, 2013 at 9:00 AM**